

#### an electronic form initiative



## Acceptable Use and Confidentiality of County IT Resources

### Highlights

#### Reduces the costs associated with form printing and handling

Need to print, collect, and deliver paper are minimized. A single form is worked on and shared throughout.

#### Provides audit trail including whole approval process

Employee submission and signature is automated along with the manager review and approval. The process can be tracked and notifications are sent to each person as the form moves through the workflow process.

#### Improves tracking and reporting

Completed forms are stored in a secure repository for easy tracking and retrieval. Upon request, proof of completion can be easily generated. To track submissions, a report is available that shows employee submission status.

#### Provides easy access to County IT policies

Hyperlinks are embedded in the form for easy access to relevant Board of Supervisor (BOS) policies. By simply clicking on each of the policy names, employee can view the document.

## **SAMPLE FORM**



#### COUNTY OF LOS ANGELES

# AGREEMENT FOR ACCEPTABLE USE AND CONFIDENTIALITY OF COUNTY INFORMATION TECHNOLOGY RESOURCES ANNUAL

Employee Name John Doe (e123456)  Dept Code AU Division AU-10000 Payroll Title Form Specialist  As a County of Los Angeles (County) employee, contractor, subcontractor, volunteer, or other authorized user of County information technology (IT) resources, I understand that I occupy a position of trust. Furthermore, I shall use County if T resources in accordance with my Department's policies, standards, and procedures. I understand that County IT resources shall not be used for:  For any unlawful purpose For any unlaw					
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